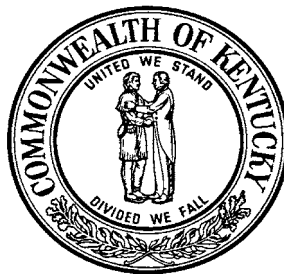


**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT OF THE
CALLOWAY COUNTY
PROPERTY VALUATION ADMINISTRATOR**

For The Period July 1, 2001 Through June 30, 2002



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EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS

Dana Mayton, Secretary, Revenue Cabinet
Honorable Ronnie Jackson
Calloway County Property Valuation Administrator
Murray, Kentucky 42071

Independent Accountant's Report

We have performed the procedures enumerated below, which were agreed to by the Calloway County Property Valuation Administrator, solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for the period July 1, 2001 through June 30, 2002. This engagement to apply agreed-upon procedures was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Calloway County Property Valuation Administrator. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the Property Valuation Administrator has a receipts ledger, a disbursements ledger, and reconciles bank records to books each month.

Finding -

The Calloway County Property Valuation Administrator maintains a receipts ledger, disbursements ledgers and reconciles bank records to books each month.

Client's Response -

None.

2. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

The Calloway County Property Valuation Administrator receives city payments from the City of Murray only and these receipts were confirmed and accounted for during fiscal year 2001-2002.

Client's Response -

None.



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(Continued)

3. Procedure -

Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Revenue Cabinet. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the Property Valuation Administrator's local bank account.

Finding -

The Calloway County Fiscal Court budgeted and paid the required Property Valuation Administrator statutory contribution set by Revenue for fiscal year 2001-2002 and these payments agree to the Property Valuation Administrator's records.

Client's Response -

None.

4. Procedure -

Select a sample of disbursements from available Property Valuation Administrator's records and agree amounts to cancelled checks, paid invoices, or other supporting documentation. Determine if the expenditure is for official business.

Finding - All disbursements selected from the Calloway County Property Valuation Administrator's records agreed to cancelled checks, paid invoices and appear to be for official business only.

Client's Response -

None.

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets.

Finding -

No disbursements were made for capital outlays from the Calloway County Property Valuation Administrator's local bank account for fiscal year 2001-2002.

Client's Response -

None.

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(Continued)

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

The Calloway County Property Valuation Administrator's vehicle lease agreements and professional service contracts appear to be for official business, properly authorized and agree to actual payments made during fiscal year 2001-2002.

Client's Response -

None.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Property Valuation Administrator and the Revenue Cabinet and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Respectfully submitted,



Edward B. Hatchett, Jr.
Auditor of Public Accounts

Engagement fieldwork completed -
February 5, 2003